



**DISTRICT OF COLUMBIA**  
***OFFICE OF THE INSPECTOR GENERAL***

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**REPORT OF INSPECTION**

**D.C. DEPARTMENT OF PUBLIC WORKS**  
**FLEET MANAGEMENT**  
**ADMINISTRATION**

**Report No. 01-0001KA**

**March 2001**

**Charles C. Maddox, Esq.**  
**Inspector General**

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## **Inspections and Evaluations Division Mission Statement**

The Inspections and Evaluations (I & E) Division of the Office of the Inspector General is dedicated to providing District of Columbia (D.C.) Government decision makers with objective, thorough, and timely evaluations and recommendations that will assist them in achieving efficiency, effectiveness and economy in operations and programs. I & E goals are to help ensure compliance with applicable laws, regulations, and policies; to identify accountability, recognize excellence and promote continuous improvement in the delivery of services to D.C. residents and others who have a vested interest in the success of the city.

GOVERNMENT OF THE DISTRICT OF COLUMBIA  
Office of the Inspector General

Charles C. Maddox, Esq.  
Inspector General



April 19, 2001

Ms. Leslie Hotaling, Acting Director  
Department of Public Works  
2000 14<sup>th</sup> Street, N.W., 6<sup>th</sup> Floor  
Washington, D.C. 20009

Dear Ms. Hotaling:

Enclosed is our final *Report of Inspection of the Department of Public Works (DPW) Fleet Management Administration*. Comments from DPW on the 34 findings and 46 recommendations by the inspection team are included in the report. I want to express my appreciation for the thoroughness and clarity of your comments and their smooth integration into our draft.

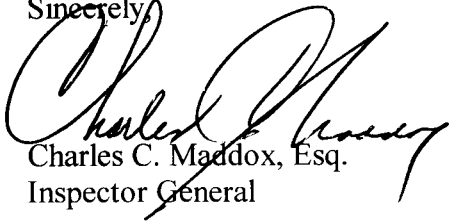
Also enclosed are *Compliance Forms* on which to record and report to this Office any actions you have taken concerning each outstanding recommendation. These forms will assist you in tracking the completion of action(s) taken by your staff, and will assist this Office in its inspection follow-up activities. We track agency compliance with all agreed-upon recommendations made in our reports of inspection. We request that you and your administrators establish response dates on the forms and advise us of those dates so we can enter them on our copies of the *Compliance Forms*. We know that in some instances, things beyond your control such as budget decisions impact on trying to set specific deadlines. We request, however, that you assign *target dates* based on whatever knowledge and experience you have about a particular issue. Please ensure that the *Compliance Forms* are returned to the OIG by the response date, and that reports of "Agency Action Taken" reflect actual completion, in whole or in part, of a recommended action rather than "planned" action.

We appreciate the cooperation shown by you and your employees during the inspection. We hope to continue in a cooperative relationship during the upcoming follow-up period.

Leslie Hotaling  
April 19, 2001  
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If you have questions or require assistance in the course of complying with our recommendations, please contact me or Alvin Wright, Jr., Assistant Inspector General for Inspections and Evaluations at (202) 727-5052.

Sincerely,

A handwritten signature in black ink, appearing to read "Charles C. Maddox". The signature is fluid and cursive, with a large initial "C" and "M".

Charles C. Maddox, Esq.  
Inspector General

CCM/aw/mlc

Enclosure

cc:            See **Distribution**

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## **ACRONYMS**

<b>BOCA</b>	Building Officials and Code Administrators International, Inc.
<b>CFR</b>	Code of Federal Regulations
<b>DPW</b>	Department of Public Works
<b>FASTER</b>	Fleet Administrative Solutions and Transportation Equipment Reports
<b>FMA</b>	Fleet Management Administration
<b>MAR</b>	Management Alert Report
<b>OSH</b>	Office of Occupational Safety and Health
<b>PM</b>	Preventive Maintenance
<b>SWCD</b>	Solid Waste Collection Division
<b>SWMA</b>	Solid Waste Management Administration

# Fleet Management Administration

